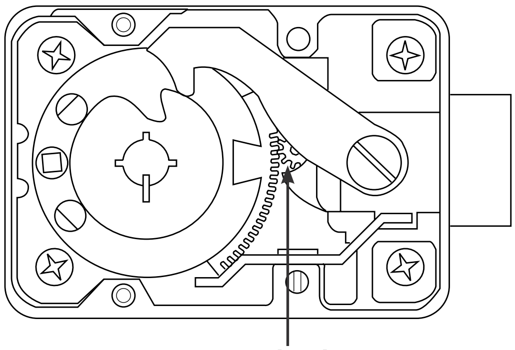
Operating and Combinatiion Changing Instructions

Four Wheel Safe Locks

Models 6631, 6643, 6651, 6731 Group 2 and 2M

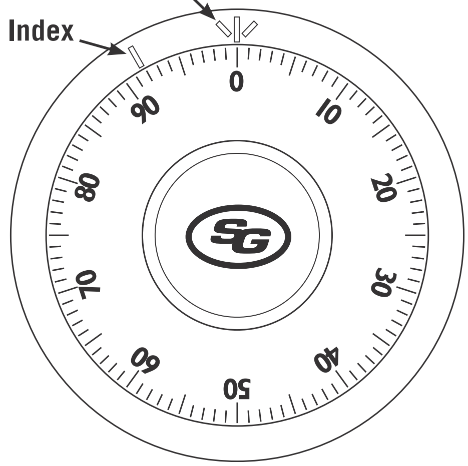
SARGENT AND GREENLEAF



Torque Adjusting Gear

TORQUE ADJUSTMENT (not available on all models)

The torque adjustment feature allows the wheel pack tension to be adjusted for optimum lock performance. To adjust torque, remove the lock cover and insert a 3/32" hex wrench into the adjusting gear (see illustration at left). Turn clockwise to increase torque or counterclockwise to decrease torque. This adjustment should only be performed by a skilled technician using a specialized torque measuring tool. The wheel pack torque should never be less than 12 inch-ounces, and S&G recommends that it be set between 18 and 20 inch-ounces.



OPENING THE LOCK

The opening index is located at the top of the dial ring. Dial numbers to this mark when you want to open the lock. The changing index is located at approximately 11 o'clock on the dial ring. Dial numbers to this mark when preparing to insert the change key and when actually setting a new combination.

This lock is a precision mechanism, so extreme care must be used to align the combination numbers with the index.

Turn the dial smoothly and steadily. If, after turning the correct number of revolutions, any number of the combination is turned beyond the index when you meant to stop on it, the entire series of combination numbers must be re-dialed. Do not attempt to turn the dial back to regain proper alignment with a "missed" number. Each time a selected number is aligned with the opening index, a revolution is counted.

TO UNLOCK ON A FACTORY SETTING OF 50

1. Starting anywhere, turn the dial left until 50 comes to the opening index the FIFTH time.
2. Turn the dial right until it comes to a positive stop indicating the bolt has retracted.

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TO UNLOCK ON A TRUE FOUR NUMBER COMBINATION

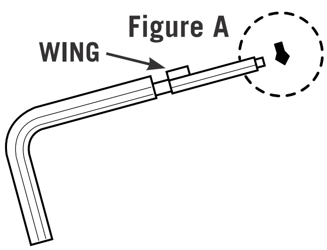
1. Starting anywhere, turn the dial right (clockwise), stopping when the first combination number comes to the opening index the FIFTH time.
2. Turn the dial left (counterclockwise), stopping when the second number comes to the opening index the FOURTH time.
3. Turn the dial right, stopping when the third number comes to the opening index the THIRD time.
4. Turn the dial left, stopping when the fourth number comes to the opening index the SECOND time.
5. Turn the dial slowly to the right until it comes to a positive stop, indicating the bolt has retracted.

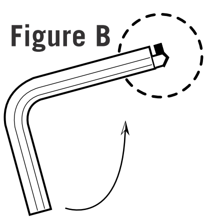
CHANGING TO A NEW COMBINATION

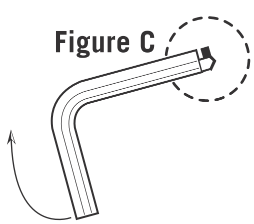
Make up a new combination consisting of four numbers. Do not set the fourth number between 0 and 20 if your lock uses a dial with the spindle splined on 50. This is called the *forbidden zone*, and only applies to the last number of the combination.

Do not set the fourth number between 90 and 99 or between 0 and 10 if the dial spindle is splined on 41.

Adjacent combination numbers should not be closer than five numbers to each other. Do not select combination numbers that all end with 0 or 5. Do not use numbers that represent birthdays, phone numbers, etc. Do not use numbers that comprise a strictly rising or falling sequence. For instance, 25 - 44 - 67 - 92 is not as good as 44 - 25 - 92 - 67.







1. Dial the existing combination to the **CHANGING** index as explained on the reverse side of this page.
2. Holding the dial with the fourth number at the changing index, insert the change key into the hole in the lock cover (Figure A) until the wing is entirely inside the lock case, and the key comes to a positive stop.
3. Turn the key one quarter turn counterclockwise (Figure B). With the change key in this position, turn the dial right (clockwise), stopping when the first combination number aligns with the **changing** index the fifth time.
4. Turn the dial left (counterclockwise), stopping when the second number aligns with the **changing** index the fourth time.
5. Turn the dial right, stopping when the third number aligns with the **changing** index the third time.
6. Turn the dial left, stopping when the fourth number aligns with the **changing** index the second time.
7. Turn the dial right 10 numbers. Holding the dial in this position, turn the change key clockwise a quarter turn and remove it (Figure C). Your new combination should now be installed in the lock.

Important: After changing the combination, the lock should be opened and locked several times (dialing to the opening index) WITH THE SAFE DOOR OPEN.

Warning: Never insert the change key into the lock when the cover is removed. Always be certain the wing of the change key is entirely within the lock (Figure B) before turning the key.

If an error is made in setting a combination, we suggest you call a qualified locksmith or safe technician.